

Position Opens: February 17, 2021

Elko County Human Resources Employment Opportunity Announcement

POSITION: Network Administrator / Senior Analyst

SALARY: Step 1 - \$ 29.6310
Step 2 - \$ 30.5198
Step 3 - \$ 31.4358

APPLICATION DEADLINE: February 28, 2021

Elko County is seeking qualified applicants for the position of Network Administrator / Senior Analyst. This position is responsible for installing pertinent P.C. software and hardware and communication components on-line for user access; maintain personal computers, including network, servers, routers, cisco switches and e-server (AS400) connection, ensuring that down time is kept at a minimum.

- 100% PERS Retirement
- Minimal Fee for Employee Health, Vision, Dental and Life Insurance

Obtain an application and full job description at www.elkocountynv.net.

Elko County Human Services
540 Court St, Suite 105 (Physical Address)
571 Idaho St. (Mailing Address)
Elko, NV 89801
(775) 738-4375 phone
(775) 738-5984 fax

Elko County is an Equal Opportunity Provider and Employer.

In compliance with applicable laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.



**ELKO COUNTY
HUMAN SERVICES**
571 Idaho Street
Elko, NV 89801
775.738.4375
775.738.5984 (fax)

Job Code: 13103
Date Est.:
Last Rev.: 2/2021
FLSA: Non-Exempt
Probation: 6 Months

NETWORK ADMINISTRATOR / SENIOR ANALYST

DEFINITION

Install pertinent p/c software/hardware on user's p/c's, keep all hardware and communication components on-line for user access; maintain personal computers, including networks, servers, routers, cisco switches and e-server (AS400) connection, ensuring that down time is kept at a minimum.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Data Processing.

EXAMPLES OF DUTIES

The following duties are typical for this position. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Connect p/c's to hubs, switches and routers for eserver (AS400) and network access.
- Verify the computer system is up and running for user access.
- Install IBM software for p/c connection to server (AS400).
- Create emulation and printer sessions for user's p/c's.
- Trouble shoots hardware and software problems on personal computers.
- Train users in Query application software.
- Set up personal computers for individuals use and use as part of a network system.
- Perform everyday computer operations; run application for users as requested; install appropriate output media as needed.
- Train users on personal computer use.
- Customize personal computer options for users as requested.
- Comply with Elko County policies and department procedures.
- Accurately completes work assignments in a timely manner.
- Advise supervisor of project / work status.

- Communicates tactfully, both orally and in writing, with co-workers and the general public.
- Listens carefully and responds appropriately.
- Contributes to the effectiveness of the department's service to its customers by offering suggestions and directing or participating as an active member of a team.

QUALIFICATIONS

KNOWLEDGE OF:

- Purpose and function of all county departments.
- P/C software / hardware system design principles and concepts.
- Programming methodology, techniques and languages.
- Computer logic and overall capabilities of the computer system.

ABILITY TO:

- Understand and interpret user's needs.
- Read and understand a variety of computer manuals and operational guides.
- Prepare written instruction for users.
- Trouble shoot a variety of problems including either software or hardware problems on both the AS400 and the personal computer.
- Establish and maintain effective working relationships with those contacted in the course of work, including County and other government officials, community groups, and general public.

EXPERIENCE AND EDUCATION

- To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities.

LICENSES OR CERTIFICATES

- Must have valid Nevada driver's license.

OTHER REQUIREMENTS

PHYSICAL DEMANDS

- Must be physically capable of occasionally working in cramped spaces when running computer cables.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects or controls and reach with hands and arms. The employee occasionally is required to stand or walk.

The employee must occasionally lift and / or move up to 15 pounds. Specific vision abilities required by this job include close vision; distance vision; peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.